



INDUSTRIAL RELATIONS, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	INDUSTRIAL RELATIONS, DEPARTMENT OF	RELEASE DATE:	Friday, December 5, 2008
POSITION TITLE:	Fiscal Manager	FINAL FILING DATE:	Thursday, December 18, 2008
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,558.00 - \$ 8,333.00 / Month	BULLETIN ID:	12052008_1

POSITION DESCRIPTION

This CEA position is pending State Personnel Board and Department of Personnel Administration approval.

Under the general direction of the Chief, Administrative Services, the incumbent will work closely with all Divisions and Programs of the Department on matters of fiscal accountability. Particular focus will be directed to the Division of Occupational Safety and Health (DOSH) and the Division of Labor Standards and Enforcement (DLSE) with respect to their respective collections' functions. Specific duties will include, but not necessarily be limited to, the following activities:

Develop systems and procedures to effectively collect all monies due to the Department based on citations issued by the various Divisions within DIR; works closely with the Occupational Safety and Health Appeals Board (OSHAB) to develop systems and procedures to account for monies when citations are paid, and to establish a process to capture information when citations are dismissed and/or reduced through the appeals process with OSHAB. Arrange with outside entities, e.g., the Franchise Tax Board, Contractors' State Licensing Board, private collection of funds owed to the State. Once these funds have come into the Department, establish accounts receivables to accurately account for these funds; also establish a data-base system that will allow the Department to determine the status of collections, how much is owed the Department, how much is outstanding, when these monies came in the Department, and when they were delivered to the State Treasurer.

Work with subordinate staff in reviewing and approving all Budget Change Proposals (BCPs), suggesting which ones should be put forth to the Labor and Workforce Development Agency and the Department of Finance; and successfully representing the Department's positions in obtaining approval of these BCPs with these agencies, and with the State Legislature.

Work with Director, Chief Deputy Director, and the Chief, Administrative Services in developing financial plans that are mandated when the Governor's Office and/or the Department of Finance

require a fiscal plan based on reduced budget funding; develop and assess various proposals on how the Department can operate on less funding while still maintaining an adequate level of service to the public; prioritize proposals submitted by the Divisions and Programs of the Department, and make recommendations to the Director on the most appropriate plan of action.

Represent the Department in discussions with the State Controllers' Office, the Department of Finance, and members of the State Legislature on all fiscal matters involving the department; develops plans to respond to all audit exceptions; explains to control agencies how processes and procedures implemented by the Department will meet the spirit of audit findings to achieve financial accountability of all monies passing through the Department.

Manage the fiscal program units of the Department, (Budget Office and Accounting Office); makes sure that the year-end closing is done in accordance with established procedures, and on time; selects competent staff to fill vacant positions; makes sure that staff are properly trained and prepared to do the full range of their duties; takes appropriate action when needed; serves as the first level of appeal to those Division Chiefs and Program Managers who are not satisfied with decisions made by lower level staff within the Fiscal Unit.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and

practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Fiscal Manager**, with the **INDUSTRIAL RELATIONS, DEPARTMENT OF**. Applications will be retained for twelve months.

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FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678) and a resume describing experience relating to desirable qualifications.

Applications must be submitted by the final filing date to:

INDUSTRIAL RELATIONS, DEPARTMENT OF, Personnel Office
P. O. Box 420603 , San Francisco, CA 94102

Pat Chestnut | (415) 702-5138 | pchestnut@dir.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The INDUSTRIAL RELATIONS, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>